

From: Bell, Jennifer C. DPI
Sent: Thursday, May 17, 2018 12:56 PM
To: ACT test coordinators and high school principals
Subject: WI Statewide ACT Aspire Assessment Update - May 17

Dear educators,

The Aspire test window closed on Friday, May 11. Thank you to all for your work administering this test. To close out Aspire testing, please be sure to enter not tested codes in the Aspire portal by May 21 (see below for instructions). Aspire scores will be available in the portal June 29. WorkKeys score reports were delivered to schools last week. Schools should distribute the Individual Summary Score Reports to students. Please see below for additional details about WorkKeys score reports.

Aspire - Enter not tested codes by May 21

Not tested codes are entered in the Testing Accountability tab of the student profile page in the Aspire portal. Fill in the not tested reasons under the Testing Accountability tab on the student profile in the Aspire portal. [Here are instructions for entering the Aspire not tested codes](#). If you see a red circle with a line through it when you try to enter the codes, you will need to Request Reinstatement for each test session for that student. DPI will approve the reinstatements and then you can enter the codes.

WorkKeys Score Reports and Certificate Delivery

WorkKeys score reports were mailed to schools last week. Schools should distribute the Individual Student Summary Reports to students. WorkKeys score reports are also accessible via the Validus reports portal. ACT sent two emails to schools on May 11: one email with a link to Validus and a second email with login information. [ACT WorkKeys Online Reports Portal User Guide](#) provides instructions for this feature. [Score Reports Available in Online Reports Portal](#) provides a list and description of the available reports. Students who earned a score of at least 3 on all three tests earned a National Career Readiness Certificate (NCRC). Certificates will be available to districts in SAFE in early July. DACs will need to work with school test coordinators to print and distribute NCRCs to students. In SAFE, districts will also find a WorkKeys data file for each school that includes students' usernames and passwords for myworkkeys.com. DACs will need to work with school test coordinators to distribute this login information to students. DACs can use the [sample MyWorkKeys user id letter](#) and [sample MyWorkKeys password letter](#). SAFE will be updated in early July with certificates and the data files.

The chart below summarizes the various WorkKeys score reports, where they are located, and the action needed to distribute the reports.

WorkKeys Report Name	Location	Date Available	Action Needed
Individual student summary reports	Mailed to the school and found in the Validus reports portal	May 11	Distribute to students.
Summary score reports	Mailed to the school and found in the Validus reports portal	May 11	Keep for student files.
National Career Readiness Certificates (NCRC)	SAFE	July	Print and distribute to students.
Student usernames and passwords for myworkkeys.com	SAFE	July	Distribute to students using the sample MyWorkKeys user id letter and sample MyWorkKeys password letter .
National Career Readiness Certificates (NCRC)	www.myworkkeys.com	July	Students can print their own NCRC using the username and password found in the data file in SAFE.

Resources for understanding, interpreting, and using WorkKeys scores

The following resources are linked on the [WorkKeys Data and Results webpage](#):

- [How the WorkKeys Assessments Can Work For You](#)
- [Understanding WorkKeys Scores](#)
- [WorkKeys Scale Score Interpretation Guide](#)
- [Score Level Interpretation – Applied Math](#)
- [Score Level Interpretation – Graphic Literacy](#)
- [Score Level Interpretation – Workplace Documents](#)
- [ACT NCRC for Career Seekers](#)
- [Work Readiness Standards and Benchmarks](#)
- [Key Train Profile Search](#)

Score Report Delivery Summary Calendar for ACT Assessments

May

- ACT score reports delivered to students, schools, and colleges
- WorkKeys score reports delivered to schools
- Schools distribute WorkKeys Individual Summary Score Reports to students

June

- Schools and districts receive ACT Profile Reports
- Districts receive ACT student-level data file cd

July

- WorkKeys National Career Readiness Certificates and myworkkeys.com student login information is available in SAFE
- Districts work with schools to print certificates and distribute certificates and login info to students
- Aspire reports and scores available in the Aspire portal
- Schools print and distribute Aspire reports to students and families

Score Report Resources

ACT

[ACT Data and Results Webpage](#)

[ACT Report Schedule](#)

[ACT Data Proficiency](#)

WorkKeys

[WorkKeys Data and Results Webpage](#)

[WorkKeys Report Schedule](#)

Aspire

[Aspire Data and Results Webpage](#)

[Reporting Resources Landing Page](#)

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788;

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Aspire: 855-730-0400

Student Data

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General Information and Policies

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Choice Program and Test Security Issues

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.